

## **Individual Placement and Support (IPS) Systematic Job Development**

Employment specialist will directly and in person contact businesses to develop relationships, learn about the business needs, and obtain information on competitive job openings and to develop or construct jobs for the consumer based on their stated preferences and skills. Employment Specialists should work cooperatively with DVR Business Service Consultants to maximize potential job leads and relationships with local businesses.

I can expect DVR to:

- Help me understand the DVR process and expectations.
- Provide services described in my Individualized Plan for Employment (IPE) with DVR that help with getting a job.
- Keep in touch with me and my job developer to talk about the status of my job search on a regular basis.
- Use DVR's Business Services to generate job leads/opportunities for me.
- Send me and my job developer information on job leads or other employment and training opportunities as needed.
- Provide me with encouragement and support during my job search.
- Get back to me in a timely manner if I contact my DVR counselor about an issue which needs to be addressed.

I can expect the Provider to:

- Help me find job leads and follow up with employers.
- Help me apply for jobs and revise resume as needed.
- Provide DVR with monthly progress reports whether I am job searching or working.
- Maintain a consistent meeting schedule with me and maintain regular communication.
- Keep my DVR counselor informed on any new developments/issues with my job search and turn in monthly reports to DVR.
- Provide me with encouragement and support during my job search.
- At hire, help me complete the needed paperwork for a new employee
- At hire, help ensure that communication between me and my employer is clear in terms of expected wage, hours, benefits, and job duties when job is offered

I am expected to:

- Attend all meetings with my job developer and DVR counselor.
- Discuss issues that might be impacting my job search and being hired.
- When given job leads to apply for, do so promptly.
- Search for job leads on my own.
- Network with family and friends to find employment opportunities.
- Inform DVR and my job developer when I have a job offer.

Link to Required Reports: [IPS Job Development Monthly Report](#) (DVR-18020-E) & [IPS Job Start \(Hire\) Report](#) (DVR-18021-E)

[Link to Technical Specifications](#)